

SSW- Grade/Mark of Incomplete Agreement form – Form Guidance

A student unable to finish a course may ask an instructor for a mark of Incomplete. Course instructors may approve a student's request **only** if all three of the following conditions are met:

- 1) The unfinished part of the student's work is small.
- 2) The work is unfinished for reasons acceptable to the instructor.
- 3) The student's standing in the course is satisfactory.

An Incomplete grade/mark is not an option for thesis or independent study.

Links to policies regarding Incomplete grading**Undergraduate students - [CLAS Undergraduate Policies and Guidelines – Grading](#)**

- Undergraduate students only complete the SSW workflow form, you do not need to complete the CLAS Incomplete Agreement form as we've incorporated all questions into this SSW workflow form.

Graduate Students - [Graduate College Policies and Guidelines – Marking System](#)**Steps for the student to be approved to receive a grade of Incomplete.**

The student will arrange an appointment to meet with the instructor to discuss the student's inability to complete the work. If the instructor feels the three conditions listed above are met:

- The student will initiate the Grade of Incomplete Agreement workflow form.
- The student and instructor will receive a notification if form is approved or voided.

If the form is approved by all approvers and the form indicates "Routing Completed", then the instructor will submit the Incomplete grade in MAUI.

Instructor may only submit a grade of Incomplete after this workflow form is approved by all approvers and the form indicates "Routing Completed".

The instructor will submit the final grade before or when grades are due at the end of the subsequent session.

If the instructor does not submit a change of grade by the end of the next full semester (i.e., excluding summer or winter sessions), the Incomplete ("I") mark automatically will be converted to an F.

NOTE: If this is a required SSW course for the social work degree, the student may be dropped from a subsequent course because the Incomplete course is a prerequisite, and/or the advancement policy may be initiated. Student should consult with their advisor for guidance with future courses.